

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



AIR FORCE INSTRUCTION 33-103

374TH AIRLIFT WING COMMAND

Supplement 1

28 AUGUST 2000

Communications and Information

**REQUIREMENTS DEVELOPMENT AND
PROCESSING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 374 CS/SCXP (SSgt D. A. Donaldson)
Supersedes AFI 33-103/374 AWSUP1,
18 September 1996

Certified by: 374 SPTG/CC (Col C. L. Zadlo)
Pages: 2
Distribution: F

This supplement applies to all 374th Airlift Wing (374 AW) organizations, tenants and contractors submitting and processing communications and information requirements.

SUMMARY OF REVISIONS

This revision aligns 374 AW requirements processing guidance with AFI 33-103, *Requirements Development and Processing*. Adds the responsibility for requesting organization commanders to appoint Unit Requirements Officers (URO) (paragraph **2.1.1. (Added)**). Defines URO responsibilities (paragraph **2.1.2. (Added)**). Adds three Communication and Information Systems Officer (CSO) responsibilities (paragraph **2.2.1. (Added)**). A bar (|) indicates revision from the previous edition.

AFI 33-103, 18 March 1999, is supplemented as follows:

2.1.1. (Added) Requesting organization commanders will: appoint a primary and alternate URO to serve as the unit focal point for all communications requirements. When possible, UROs will be in the grade of E-5 (or GS-5) or above. Appointment letters will include the name, rank, organization or office symbol, duty phone and date eligible for return from overseas (DEROS), and must be updated as personnel changes occur.

2.1.2. (Added) UROs will:

2.1.2.1. (Added) Serve as a liaison between their unit and the 374th Communications Squadron (374 CS) on all requirements processing matters.

2.1.2.2. (Added) Assist unit personnel with preparing and submitting communications and information systems requirements. This includes ensuring 374 AW Form 39, **Command, Control, Communications and Computer (C4) Systems Requirements Document**, is properly completed and includes the appropriate supporting documentation (i.e., floor plans, questionnaires, etc.) prior to their submission to the 374 CS for processing.

2.1.2.3. (Added) Sign as the requester's validation and approval authority in the URO block of the 374 AW Form 39.

2.1.2.4. (Added) Track and provide status of requirements submitted by their organization.

2.1.2.5. (Added) Perform the additional duties of Telephone Control Officer (TCO) outlined in AFI 33-111, *Telephone Systems Management*.

2.2.1. (Added) CSO will:

2.2.1.1. (Added) Maintain a list of current UROs.

2.2.1.2. (Added) Provide customer education and training to primary and alternate UROs on requirements processing and TCO policy and procedures.

2.2.1.3. (Added) Ensure UROs receive initial training within 60 days of appointment and refresher training annually.

3.3. The 374 AW Form 39 will be used in lieu of the AF Form 3215, **C4 Systems Requirements Document**, to submit and process communications requirements on Yokota Air Base. Instructions for completing the 374 AW Form 39 are provided on the reverse side of the form. All requirements will be submitted to 374 CS Planning/Requirements Element (374 CS/SCXP) for processing.

8. **Form Prescribed** . 374 AW Form 39, **C4 Systems Requirements Document**.

MARK R. ZAMZOW, Colonel, USAF
Commander